



**Town of Townsend**  
**Town Manager's Report**  
**For the May 3<sup>rd</sup>, 2023, Town Council Meeting**

**April 28, 2023**

**Dear Mayor and Council,**

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month and only include details up until 4/28/23. However, it is intended to provide a briefing on activities.

**Covid-19 Concerns/Actions**

Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 80.5% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose. Regarding Covid cases the state website shows 11 cases in the zip code in the month of March. Vaccination information and sites can be found at: [www.de.gov/getmyvaccine](http://www.de.gov/getmyvaccine) .

The Public Health Emergency Order was formally extended again on 3/31/23.

**Human Resources**

I am in the reviewing and interviewing phase for the applications for the Administrative Assistant position and will have a resolution to hire as soon as possible.

**Police Department**

Town Council approved the purchase and repair of two additional police vehicles and repairs and lettering. The vehicles have been purchased and lettered.

**Public Works**

As previously discussed, there is some asphalt settlement at one corner of the inlet casting near 1035 W. Founds which has come to our attention. The Town Inspector has reviewed the area and determined that the settlement is small and there is no indication of deterioration. The settlement should be addressed eventually but is not currently an area of concern to be repaired urgently. We are continuing to monitor this area and obtain quotes for repairs. We are also reviewing the areas on Brook Ramble where there are sinkholes and obtaining quotes for repair. The quotes will be presented to Town Council at an upcoming meeting.

Public Works has continued to perfect the curb painting in the coming weeks.

Park preparations for the spring are continuing in order to beautify the Park for its busiest season. We have purchased and installed signs for the Tennis and Pickleball Court to remind Park users of how to respectfully use the court. New mulch has been purchased to refresh the mulch and is to be installed the week of 5/1/23.

Concerns regarding speed limit and other sign placements are being reviewed by the Town Code Inspector, Town Engineer, and myself and reviewed against documented plans and may be moved

once deemed necessary and appropriate. We will proceed with movement of signs in the coming weeks.

### **Public Works Building/ Pole Barn/ Additional Town Property**

At a previous Town Council meeting, Council approved utilizing ARPA funds for Professional Engineering Design Services for Townsend Pole Barn Building in the amount of \$53,900. The original intent was to utilize the consolidated parcels at 661 South Street to build a pole building for the Town Public Works department. A site plan had been drafted as part of this approval and the addition of the Pole Barn building would lead to a tight fit with the current Police Department and would leave little room to expand the Police Department in the future at that site. As discussed at the February 2023, Town Council meeting, Town Council has allowed until June 2023 to review the additional Town owned parcel at Finley Street and to review prospective additional parcels throughout Town.

RVE has completed the wetlands delineation at the Finley Street Town parcel and are reviewing the details of the report and coordinating with the Army Corp of Engineers and New Castle County. Once additional information is received, it will be shared.

As authorized at the 4/25/2023 Town Council Special Meeting, I am proceeding with the purchase through ARPA funds of an additional property for use by the Town. Final details will be shared regarding the location of the property once the purchase is completed. The use of the property is to be determined.

### **Solar Speed Limit Signs**

As previously approved, the Town has received the CTF agreement to proceed with the solar speed limit signs. The Town has ordered eight signs from Radarsign to be funded by the CTF grant from Representative Spiegelman. The agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development
- ii. Northbound on Edgar Rd. in the Townsend Village Development
- iii. Southbound on South St. in the Townsend Village II Development
- iv. Northbound on South St. in the Townsend Village II Development
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town- Townsend Elementary School is right near this location and the Town has a priority for walkability and their placement would encourage safe travels to school, in accordance with the Town Comp Plan and WILMAPCO Walkability Study.
- vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
- vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town.
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs will be installed over the coming weeks and will assist with traffic control and speeding concerns in Town.

### **Public Safety**

The Public Safety Committee met in February to review the report submitted to the Town by Deputy Fire Chief Gilchrist regarding concerns of parking on Town streets relating to the ability for fire trucks to fit down streets. Concerns were reviewed at the meeting and prioritized. The Committee decided to have the Town send letters to the residents of the streets with prioritized concerns and residents should expect to receive the letters shortly.

### **Surface Water Matching Planning Grant.**

TE Van-Otoo and his team are continuing to work on this project. As previously discussed, and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Town's match for this project. The Town Manager will be provided with a project update on 5/2/23.

### **DeIDOT**

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4<sup>th</sup> at 5 pm at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website. We are awaiting DeIDOT's next steps on this project.

The TAP Grant application has been approved by DeIDOT. Additional details can be found below.

### **Annexation/Development**

I continue to work on the annexation of properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Both residential and commercial interest has been expressed and I have received multiple points of contact this month alone.

Additionally, as discussed at the last few Town Council Meetings, The Planning Commission has made recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, have determined the future land use type recommendations for these parcels at their April 12<sup>th</sup>, 2023, meeting. The map is being finalized to submit to PLUS for the amendment.

### **American Rescue Plan**

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections, and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems. We will continue to discuss ARPA at the coming meetings.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.26

#### Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000.00
- OPRT Irrigation Project Match= \$37,600.00
- Real Estate Purchase
- Total General= \$53,682.76 plus real estate purchase

#### Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900

- Total PW= \$53,900.00

#### Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$27,000.00.
- New Police radios- \$23,365.84
- Mobile police vehicle recording systems- \$34,560.00.
- Bonuses= \$1,500.00
- TOTAL PD= \$86,425.84

**Overall Total Obligated= \$194,008.60 plus real estate purchase**

**Total Remainder= \$596,697.66 \*\*\*\***

**\*\*\*\* Please remember that funds have been dedicated to the purchase of real estate. This number will be updated upon the completion of sale. Some funds will be utilized for the pole barn and that cost currently remains unknown.**

#### **Town Events**

The Town Fair and Parade are being planned for June 3<sup>rd</sup>, 2023. Please visit the Town website vendor and parade participant forms. Please encourage those you know to march in our parade and become a fair vendor.

#### **Charter Revisions**

The Townsend Code Review Committee and Town Council have been hard at work since the fall, working to revise the Town Charter. The Charter revisions have been approved by Town Council via Resolution 2023-001 as approved on 4/5/2023. The Resolution and Charter Changes have been sent to Representative Spiegelman and Senator Hoffner to be introduced and approved as a bill and signed by the Governor, which is required for the Charter changes to become effective. Once a bill number is assigned, I will provide an update.

#### **Grants**

As previously mentioned, we have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975** to assist with the solar panel repair at Town Hall. The work has been completed to install the solar panels and Advanced Solar is completing the paperwork for Delmarva Power to allow us to receive credit for the electricity we are receiving from the panels.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study. This application will provide additional grant funding to hopefully lower the Town grant match amount. This has been approved and granted.
3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been awarded to the Town. Town Council has committed to matching this with ARPA funds. We are working on finalizing the details for this work to go out to bid.
4. The DelDOT TAP Grant application has been submitted to address sidewalks throughout the Town, a land acquisition for the Town Park to allow for an extension of the park

trail, and upgrades to the Towns drainage system. I have received correspondence that DelDOT was pleased with our application and is willing to work with us on efforts on Main Street requiring a match up to \$60,000. At the Town Council meeting on 12/7/22 Council agreed to match up to \$60,000.

We have met with DelDOT officials in the beginning of February and again in April to talk through project priorities and their ability to fund the Town project. We have asked them to consider adding the review of sidewalk improvements to South Street to the project. We have officially received notice of what the project will focus on and the project will cover the following:

“The TAP project intends to focus on improving pedestrian accessibility and connections on and around Main Street as indicated in your application. Pending your sponsor participation, the TAP award for this project will continue into PE design and construction phases with selected or prioritized items based on available funding. We will also investigate South Street as far as streetscape improvement options.”

We continue to await the total amount of funds to be received from DelDOT and the final matching requirements with the addition of South Street to the continuation of the project. I have received confirmation that the match amount will be \$60,000 and I have been in contact with Representative Spiegelman and Senator Hoffner to request funding support for the match to this project.

#### **Administrative Matters \*\*\* As of 4/28/23**

**April Licenses Issued:** Contractors Licenses Issued: 17  
Business Licenses Issued: 3  
Rental Licenses Issued: 1

**April Permits:** 4 permits issued  
3 permits closed and issued a final approval letter  
1 permit closed and issued a Certificate of Occupancy  
9 Inspections Completed

**April Violations Issued:** 8 violation notices issued

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact me directly at Town Hall 302-378-8082 or via email at [atantillo@townsend.delaware.gov](mailto:atantillo@townsend.delaware.gov).

Sincerely,

*Antonina Tantillo*

Antonina Tantillo, MPA  
Town Manager, Town of Townsend